

**ACADEMIC PROFESSIONALS: LECTURERS
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UW REGULATION 2-4**

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**APPENDIX B TO UW REGULATION 2-4
LECTURERS**

I. DEFINITION AND DESCRIPTION

Lecturers are Academic Professionals who are engaged primarily in fulfilling the teaching mission of the University. As a necessary part of their teaching responsibilities, lecturers must demonstrate continuing professional development.

II. EXTENDED-TERM-TRACK APPOINTMENTS

Extended-term-track Lecturers include Lecturers who are on probationary appointments as well as those who are on extended-term appointments.

A. Portfolios

A portfolio, developed by the Lecturer and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended-term renewal, or promotion. The portfolio should contain at least the following information:

1. Information concerning the initial appointment, including the letter of offer for the position.
2. A summary of all previous reappointment, extended-term, and promotion decisions.
3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.

4. Documentation of recommendations at all levels, including the recommendations of department faculty and other extended-term-track Lecturers in the department, the recommendations of any appropriate department head, tenure and promotion committee, and dean.
5. The candidate's complete curriculum vitae.
6. A summary of the candidate's accomplishments, including a list of courses taught and a syllabus for each. In addition, the portfolio should include detailed information, such as tests, assignments, and other materials related to the assessment of student learning, for a representative suite of recently taught courses.
7. Assessments of the candidate's teaching, including a self-assessment, assessments by faculty and extended-term-track lecturers, an assessment by the department head or other appropriate supervisor, and student evaluations. Student evaluations must include anonymous evaluations collected in the classroom, but they may also include letters solicited from students familiar with the candidate's teaching.
8. Wherever appropriate to the job description, documentation concerning the candidate's service activities, student advising, and supervisory and administrative performance.
9. Documentation of professional development activities.
10. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 2-7 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.

B. Reviews During the Probationary Period

Peers. The following review procedures apply to extended-term-track Lecturers who are in the probationary period. Based on the record in the portfolio and his or her experience, the faculty and extended-term-track Academic Professionals in the department shall review the portfolio and submit recommendations to the department head.

Department Head. The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.

College Tenure and Promotion Committee. The dean of the college may seek recommendations from the college tenure and promotion committee, augmented by a set of extended-term Academic Professionals.

College Dean. The dean of the college shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including

all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.

Academic Affairs. The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by extended-term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.

C. Reviews for Extended-Term Renewal or for Promotion.

Reviews for extended-term renewal or for promotion of Lecturers shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in II.A.

D. Ranks

There are three ranks for Lecturers: Assistant Lecturer, Associate Lecturer, and Senior Lecturer. Normally, an extended-term-track Lecturer should have at least 4 years of teaching experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.

Assistant Lecturer. Normally, the qualifications for Assistant Lecturer include a Master's degree or equivalent, together with convincing promise for significant contributions to the University's teaching mission. The candidate should also exhibit a commitment to ongoing professional development in the discipline.

Associate Lecturer. The Associate Lecturer will normally have at least a Master's degree or its equivalent. Associate Lecturers must also have a record of demonstrated, significant contributions to teaching, not only through superior performance in the classroom but also through the broader support of the University's teaching mission. Such activities may include but are not limited to the following.

1. Contributions to the design, development, and oversight of curriculum in specific courses.
2. Significant involvement in the coordination of curricula in different courses.
3. Demonstrated breadth and versatility of teaching in a range of courses.
4. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and curriculum in the discipline.

Senior Lecturer. In addition to the qualifications for an Associate Lecturer, Senior Lecturers must also have a sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline. The following list contains some possible elements of such a record; the list is not exhaustive.

1. Demonstrated proficiency in the management of specific courses.
2. Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques.
3. Participation in the solicitation or administration of external funding to support teaching initiatives.
4. Sustained effectiveness in the mentorship of other teachers, including graduate assistants, other academic professionals, faculty members, or other instructional staff.
5. Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools.

E. Job Descriptions

Elements of the job description that are appropriate for Lecturers include teaching, service, advising, professional development, and, in some cases, administration. Teaching includes such activities as classroom instruction, laboratory supervision, and online or off-campus instruction.

Currency of knowledge being essential to effective teaching, every Lecturer must participate in a program of professional development, the components of which he or she must define in collaboration with the appropriate department head or supervisor. Each department that hires Lecturers has the responsibility to develop written standards by which to gauge individual professional development programs. These standards must be available to candidates for Lecturer positions at the time of hiring. Normally, professional development should account for no less than 1/8 (the equivalent of 3 credits per year) and no more than 1/4 (the equivalent of 6 credits per year) of the job description.

To allow adequate time for professional development, the job description for a full-time Lecturer should require no more than 21 credits (7/8 of the work responsibility) in classroom instruction or its equivalent in other forms of teaching.

F. Governance

Extended-term-track Lecturers shall have representation in the Faculty Senate, to be determined by regulations governing that body.

Source:

Renumbered 7/1/2018: previously Appendix B to UW Regulation 5-408, now Appendix B to UW Regulation 2-4